

Canton City Hall, Third Floor
218 Cleveland Avenue, S.W.
P.O. Box 24218
Canton, Ohio 44701-4218
Hours: 8:00 a.m. - 5:00 p.m.

CIVIL SERVICE COMMISSION
CITY OF CANTON, OHIO
Phone: (330) 489-3360
FAX: (330) 580-2059



OPPORTUNITY FOR EMPLOYMENT

THE CIVIL SERVICE COMMISSION OF CANTON, OHIO

ANNOUNCES

COMPETITIVE MERIT EXAMINATIONS FOR:



AN EQUAL OPPORTUNITY EMPLOYER

DATE OF ISSUE: February 19, 2009
NO: M1-09

CLASSIFICATION TITLE
MILLWRIGHT MECHANIC
(City of Canton Water Department)

STARTING HOURLY RATE
\$13.55 (Step 1) - \$18.67 (Step 5)

FILING OF APPLICATION

Application must be made on the open application form available in the office of the Canton Civil Service Commission, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, OH 44702, or application may be printed from www.cantonohio.gov under “City Government” click on “City Services” and then on “Civil Service”. Application must be on file no later than **Friday, March 13, 2009 at 5:00 p.m.** Applicants **MUST** submit a copy of their valid State of Ohio Driver’s License, a current detailed resume, and any training certificates or other documentation pertaining to this position.

WRITTEN AND ORAL INTERVIEW EXAMINATION

EXAMINATION: Subsequent to the filing of the application, the candidate will be assigned an examination time and date. Both examinations will be given on the same date.

LOCATION: Canton Civil Service Commission Office, Canton City Hall, 3rd Floor, 218 Cleveland Ave. SW, Canton, Ohio

SCOPE: The written examination will consist of questions about mechanical aptitude, millwright knowledge, safety and reading comprehension. The oral interview will be approximately 20 minutes in length and will measure communication skills, knowledge of water system equipment maintenance and repair, experience and background, and other related areas.

The examination will be weighted as follows: Oral interview – 50% and Written Examination 50%.

This is an open examination. To be eligible for the position under this examination, all applicants must be U.S. Citizen or have legally declared their intention of becoming a U.S. Citizen. Applicants must possess a current, valid Ohio Driver’s License. Applicant shall have no felony convictions.

MINIMUM ACCEPTABLE TRAINING & EXPERIENCE

Graduation from high school or GED equivalent; and extensive experience in troubleshooting, mechanical equipment repair and several years of practical related experience, or an equivalent combination of education, experience, and/or training which provides the required knowledge, skills, and abilities.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Candidates must have thorough knowledge of all phases of maintenance repair and millwright responsibilities. They must also have the ability to diagnose equipment problems and failures and make changes to prevent failure. They need to know how to maintain, repair, rebuild, replace, and adjust many types of equipment, have the ability to use mechanical tools and equipment. They must possess a valid State of Ohio Driver License at all times.

ADMITTANCE TO EXAMINATION

Applicants who have been accepted for the examination will be admitted to the test site only upon presentation of their valid State of Ohio Driver's License or other valid photo identification card to the examiners. **PERSONS UNABLE TO PRESENT POSITIVE PHOTO IDENTIFICATION WILL BE DENIED ADMITTANCE TO THE EXAMINATION.**

******IMPORTANT NOTICE TO VETERANS******

Candidates who are Honorably Discharged veterans having served more than 180 consecutive days on active duty and present their DD-214 Form - long version **AT THE TIME OF APPLICATION** will receive 20% additional credit, provided they make a passing score. Documentation received after the filing deadline of **Friday, March 13, 2009** will not be eligible for bonus point award. Applicants are solely responsible for making Commission staff members aware of previous filings of discharge papers by the application deadline if bonus credit is to be claimed.

CITY RESIDENCY BONUS

Applicants who have resided within the Canton City Limits for at least six (6) months or longer immediately prior to testing will receive 5% additional credit provided they make a passing score.

THE MAXIMUM ALLOWABLE BONUS POINT AWARD IS 20%.

RATING

Upon completion of the examination process, candidates who receive a passing score will be placed on the eligibility list for a period of two (2) years and preference will be given in accordance with your final rating. Once this list has been established, your name will remain on the list for a period of two years.

EQUAL EMPLOYMENT

All qualified persons will receive consideration for appointment without regard to race, religion, color, national origin, sex, political affiliation, age, type of disability, or any other non-merit factor.

DUTIES

The individual works under the supervision of the Superintendent of the Water Department and/or a designee. The responsibilities of a Millwright Mechanic include, but are not limited to the following: maintenance, repair, rebuilding, replacement, and adjustment of many types of equipment. An employee in this classification is responsible for repairing water treatment related equipment. They are also responsible for maintaining and improving the equipment and facilities used in the operation of the Water Department. They also perform other related duties as required.

BY ORDER OF THE CANTON CIVIL SERVICE COMMISSION
Samuel J. Sliman, Administrator